

11 APR 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (4-10 April 1984)

A. PROGRESS ON ACTION ITEMS

1. As part of a continuing effort to ensure proper control of Top Secret Collateral Documents, representatives of the Records Management Division (RMD) met with the Planning and Management Staff (PMS) of the Directorate of Intelligence. Discussion centered around the Office of Current Production and Analytic Support's (CPAS) involvement with document control and the support it provides to other DI Offices. Recommendations and supporting information were provided to PMS for review. A response by the DI will be provided to OIS following an internal review of its procedures with regard to Top Secret collateral document holdings.

2. Plans continue regarding the establishment of the Ames Building Information Services Center (ISC). (For background details, please refer to OIS Weekly dated 4 April, item A.) The architect assigned by the Architectural Design Staff/LSD/OL made an initial survey of the space being considered for the ISC. A list of special equipment that must be accommodated in the planned ISC was provided to assist the architect in determining the electrical power needs and to evaluate those needs against the existing power supply. This evaluation will determine whether the planned ISC can become a reality in the space under consideration or if another location within Ames Building will be required.

B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

1. Representatives of RMD met with FBI representatives (a records management program analyst and an HVAC engineer) to discuss our techniques in storing photographic material. We described the physical characteristics of the "cool room" at AARC and the excellent condition of the film after many years of storage. The FBI representatives will use this information in constructing a facility downtown to store microforms.

2. Representatives of RMD accompanied Harry Mason from the Information Security Oversight Office (ISOO) on a follow-up inspection of the information security program at the Intelligence Community Staff (ICS). Mr. Mason was briefed on the organizational structure of the ICS and its relationship with the Agency and other members of the Intelligence Community.

3. A representative from the Defense Intelligence Agency (DIA), Arlington Hall Station, contacted a Classification Review Division (CRD) representative regarding transfer to the military services of certain classified material. DIA wanted to destroy the material but military historians wanted to keep it. CRD said that as long as the material was properly stored, and that we could review any records of CIA interest before any declassification action was initiated, there was no objection to the transfer.

STAT

Attachment:
As stated

Page Denied

Next 5 Page(s) In Document Denied